

**JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME EXERCISE CLASS INSTRUCTOR**

1. JOB TITLE: PART-TIME EXERCISE CLASS INSTRUCTOR

- 2. DEFINITION:** The employee is responsible for conducting a safe and effective aerobic, exercise or conditioning class sponsored by the Parks and Recreation Department. The employee is under the direction of the Fitness/Wellness Coordinator. All employees are responsible to the City Manager. The position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to post-accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. The instructor operates jam boxes, tape players and other sound equipment. The employee also uses dumbbells, stability balls, weighted bars, resistance bands and other exercise equipment while conducting the exercise class.
- b. The employee works indoors in a smoke free environment at one of the Murfreesboro Parks and Recreation Department's facilities or at other locations as assigned. The employee will be exposed to loud music and other noises.

4. ESSENTIAL FUNCTION OF THE JOB:

- a. Instructs assigned aerobic, exercise or fitness classes in a safe manner.
- b. Finds a substitute when needed.
- c. Attends meetings and special training sessions when scheduled.
- d. Keeps activity area and storage area neat and assists participants in putting up equipment.
- e. Must change fitness routines at least every six weeks.
- f. Enforces the rules and regulations of the facility for the safety and welfare of staff and participants.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Preferably 18 years of age or older.
- b. Must have legal authorization to work in the United States.
- c. Must pass and maintain a certification by the Aerobics & Fitness Association of America (AFAA), American College of Sports Medicine (ACSM) or American Council on Exercise (ACE) or other credible certifying agency.
- d. Must be certified in CPR and maintain certification or the ability to obtain certification within three (3) months of employment.
- e. Knowledge of current fitness science and the ability to use such knowledge while instructing the class.

- f. Ability to design class activities to accommodate beginner, intermediate and advanced movements for a variety of fitness classes.
- g. Ability to work with others in a professional manner and maintain an effective working relationship with the public and other employees.
- h. Ability to understand and follow oral and written instructions.
- i. Ability to appear on time for work and notify appropriate individuals in advance if unable to work.
- j. Ability to work flexible hours with some weekend and holiday work required.
- k. Ability to work with different age groups.
- l. Ability to instruct patrons in proper exercise techniques.

Non-Safety Sensitive
Non-Exempt
09/04/02